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New Bill Pay Grouping

Payee Grouping allows you to categorize your billers in the **Pay Bills** section of the **Payment Center**.

- Up to 60 Payee Groups can be created. If you attempt to add additional groups beyond this maximum, you are prompted to delete one of the existing groups.

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Create a Group

1. Under Pay Bills, select **Create** next to **My billers**.
2. Under Create biller group, enter the group name, i.e. Credit Cards.
3. Click the **Add** button.
4. A confirmation pop-up will appear. Select **Add**.

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Managing Payee Groups

Assigning/moving a biller to a group

1. Click **Manage** next to **Groups**.
2. Under the Other biller section, select the **Move** drop-down for the biller being added to the group.
3. A confirmation pop-up will appear. Select **Move**.

Once the biller(s) are assigned to the desired group(s), click **Close** to return to the Pay Bills screen.

Updating a group name

1. Click **Manage** next to **Groups**.
2. In Biller Groups, select **Edit** under the group you want to change.
3. Update the group name and select **Confirm**.

Deleting a group

1. Click **Manage** next to **Groups**.
2. In Biller Groups, click **Delete**.
3. A confirmation pop-up will appear. Select **Delete**.

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